

2020-21 NO LUNCH MONEY PROCEDURE

The Nassau County School District has adopted a procedure in regards to meal charging and unpaid meal charges. Students and adults are expected to pay daily for all food purchases at the point of service or pay in advance through cash or check or online at <https://family.titank12.com/>. It is the responsibility of the family to maintain their student(s)' account throughout the school year.

National School Lunch Program (NSLP) and School Breakfast Program (SBP) regulations require school food authorities (SFAs) to "comply with the requirements to account for all revenues and expenditures of [its] nonprofit school food service" and to "meet the requirements for the allowability of nonprofit school food service expenditures in accordance with this part and 2 CFR 200, Subpart E" [7 CFR 210.19(a)(1) and 7 CFR 220.13(i)]. Therefore, expenditures from the nonprofit school food service account (NSFSA) must meet the standards for allowable costs set out in the Federal cost principles at 2 CFR Part 200, Subpart E. Section 200.426 of Subpart E states that "Bad debts...arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable." Therefore, NSFSA resources may not be used to cover costs related to the bad debt, such as continued legal and collection costs.

Therefore, it is the policy of the Nassau County School Board that there be no charging, unless in the event of an emergency per Administrative Rule 7.35 (I). Should there be an emergency please notify your cafeteria manager, principal, or the Food Service office at 904-491-9924 and arrangements will be made for a 5 day charging period. The proper funds should be deposited to the students account as soon as possible.

Titan School Solutions is an online service that offers you the convenience and information you need to manage your student's meal account.

- Create your free account at <https://family.titank12.com/> or download the free app to your device by searching Titan Family Connect
- Apply for free and reduced price meal assistance in less than 3 minutes
- View your student's account balance and transactions 24/7
- Receive email and text notifications when your student's account balance is low
- Make payments quickly & easily using a credit card (Titan charges a flat fee of \$2.60 per transaction for this service)
- Create settings to automatically replenish your student's account when it reaches a low balance

The Nassau County School District recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the Food & Nutrition Services Department, the District will enforce the following policies by grade level:

A la carte items are not part of the USDA National School Lunch Program and are not allowed to be charged. At 0\$ balance, no a la carte purchases are permitted. Any debt must be paid before a la carte purchases can be made.

Elementary School (Grades PreK-5):

- Upon a low balance of \$5 or less, the cashier will send an envelope home with the student. The Food Service Manager will communicate a low balance alert with the parent(s) or guardian via letter, email, and/or phone call.
- Upon a negative balance, the Food Service Manager will communicate with the parent(s) or guardian via letter, email, and/or phone call. An application for free or reduced lunch will be offered to the parent/guardian.
- Once the negative \$11.25 balance is exceeded, the Food Service Manager will alert school administration of the negative balance issue. A follow-up with school guidance or the Principal's designee will occur if the parent/guardian does not respond.

Middle School (Grades 6-8)

- Upon a negative balance, the Food Service Manager will communicate with the parent(s) or guardian via letter, email, and/or phone call. An application for free or reduced lunch will be offered to the parent/guardian.
- Once the negative \$8.25 balance is exceeded, the Food Service Manager will alert school administration of the negative balance issue. A follow-up with school guidance or the Principal's designee will occur if the parent/guardian does not respond.

High School (Grades 9-12)

- High School students are expected to remain aware of their meal account balance and to bring deposits as necessary. Cashiers remind all students daily when their account is low or overdrawn.
- High School students will only be allowed to charge meals for one (1) day.